



State of Connecticut
Department of Developmental Services

DDS

Ned Lamont
Governor

Jordan A. Scheff
Commissioner

Peter Mason
Deputy Commissioner

Operations Memo 2021-17

To: Purchase of Services Contracted Private Providers

From: David David, Director of Service Development and Support

CC: Jordan Scheff, Commissioner, Peter Mason, Deputy Commissioner, Katie Rock-Burns, Chief of Staff, Scott McWilliams, Chief of Fiscal/Administrative Services, Regional Directors, Private ARDs, Resource Administrators, The Alliance, The Arc CT

Date: April 28, 2021

RE: FY2022-25 POS Contract Renewal

The purpose of this memo is to inform Purchase of Service (POS) providers of the process for renewing the POS contract that is scheduled to expire June 30, 2021. The FY2022-25 POS contract renewal will be processed electronically through CORE CT.

Two attachments are included with this Memo:

- a. Draft POS Contract Changes
- b. FY22-25 POS Contract Renewal Quick Guide

DDS will begin uploading provider contracts to CORE CT toward the end of May, 2021. It is imperative that the authorized signatory for your organization has an active CORE CT user account to receive signature requests once contracts are uploaded. Providers should contact their assigned Provider Specialist with any questions or updates related to the Authorized Signatory.

Due to the short amount of time left to process the July 1, 2021 POS Contract, it is strongly recommended that providers complete the Ethics forms listed below prior to June 4, 2021. Providers will upload all required Ethics Forms to Biznet until training can be provided in the use of CTsource. Hyperlinks to the forms can be found on the attached POS Contract Renewal Quick Guide.

1. Consulting Agreement Affidavit
2. Gift and Campaign Contribution Certificate
3. Non-Discrimination Certification
4. Iran Certification
5. Workplace Analysis Form (CHRO)

Please note: Changes to the Authorized Signatory should be communicated immediately to your assigned DDS Provider Specialist via email.

Please note: The FY2022-25 POS Contract is scheduled to start on July 1, 2021. DDS is required to have all POS Contracts executed at least two weeks prior to the start date. The July 1, 2021 POS Contracts should be executed on or before June 15, 2021. It is extremely important that each provider's Authorized Signatory respond to the DocuSign signature requests as timely as possible.

For technical issues, please contact David David at David.David@ct.gov or (860) 418-6040. Any questions regarding contract documents should be directed to your assigned DDS Provider Specialist.